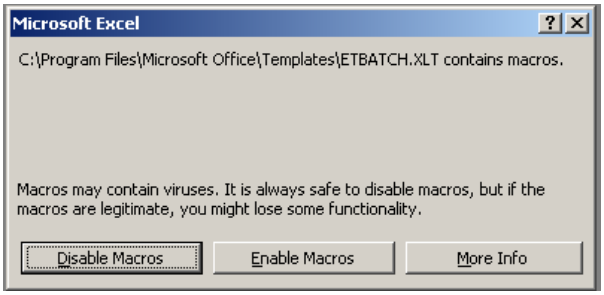
MILMOD Batch Update Instructions

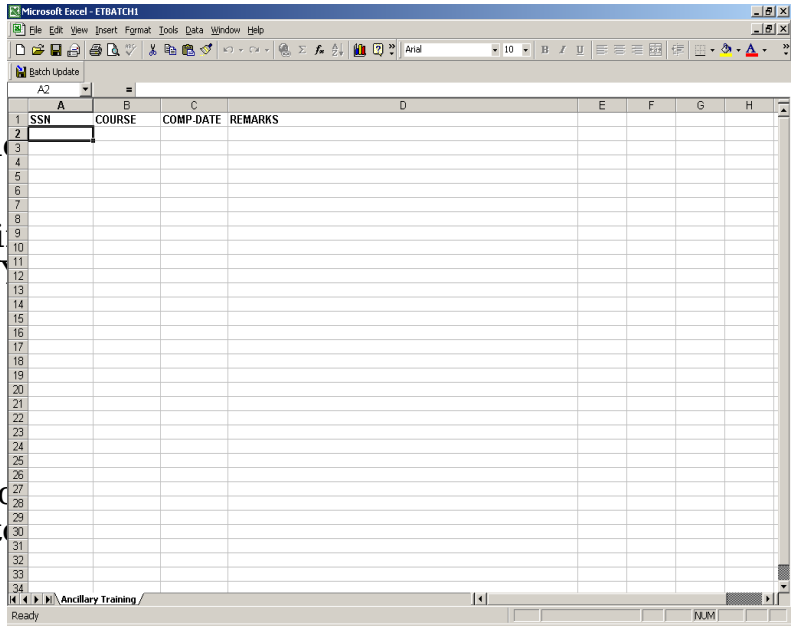
Step 1: Enter Your Student Information in Microsoft Excel

- Double-click the shortcut on your desktop called ETBATCH.XLT to launch Excel with the appropriate template.


Microsoft Excel
C:\Program Files\Microsoft Office\Templates\ETBATCH.XLT contains macros.
Macros may contain viruses. It is always safe to disable macros, but if the macros are legitimate, you might lose some functionality.
Disable Macros
Enable Macros
More Info

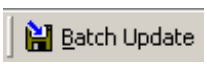
- After Excel launches you will receive a dialog box asking you if you want to enable macros. Click the Enable Macros button to finish loading the template.

Step 2: Fill in the Blocks



- **SSN:** Fill in the SSN with dash
- **COURSE:** Use SST
- **COMP DATE:** Fill in the date i the following format; DD-MMM-Y (eg. 01-JAN-2002)
- The REMARKS field is not necessary.

- Fill in this information for ALL your students before proceeding t next step.

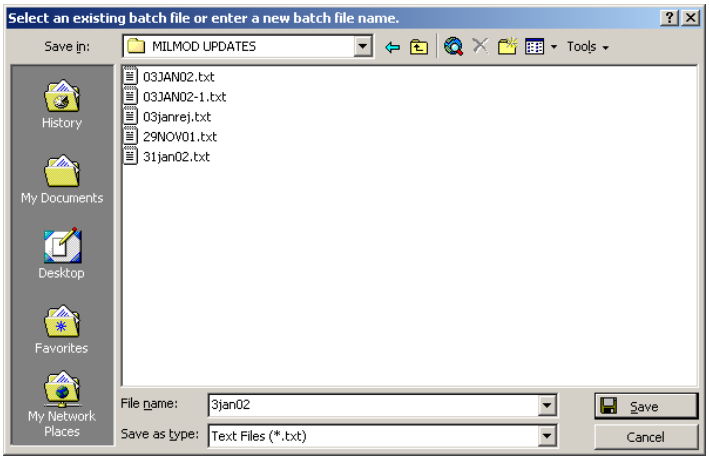


Step 3: Create the Text File for Transmittal

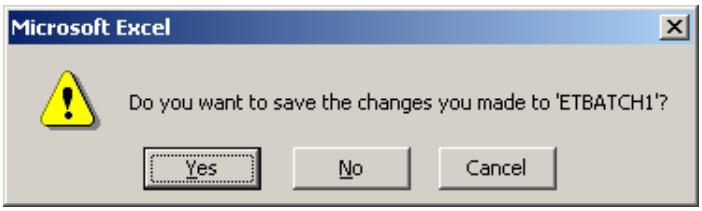
- Click the **Batch Update** button in the upper left-hand corner to create

Step 4: Save Your Work

- When the Save dialog comes up, select a directory (you can create a special directory if you like) and name your file.

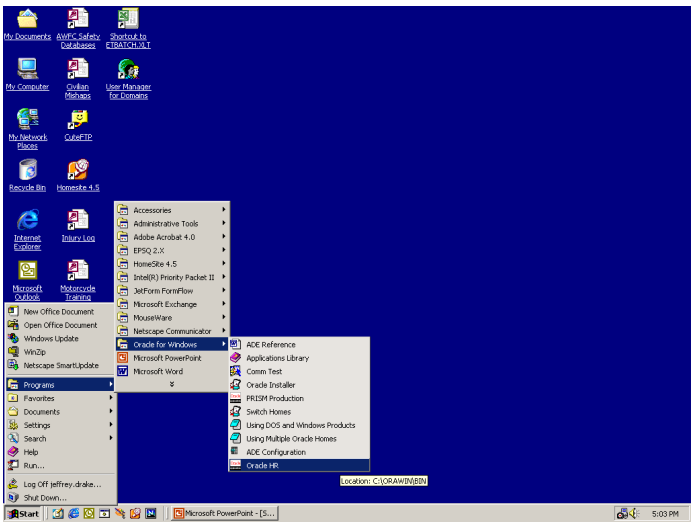


Note I suggest using the date just in case you need to refer back . This way if something goes wrong you can find it later.



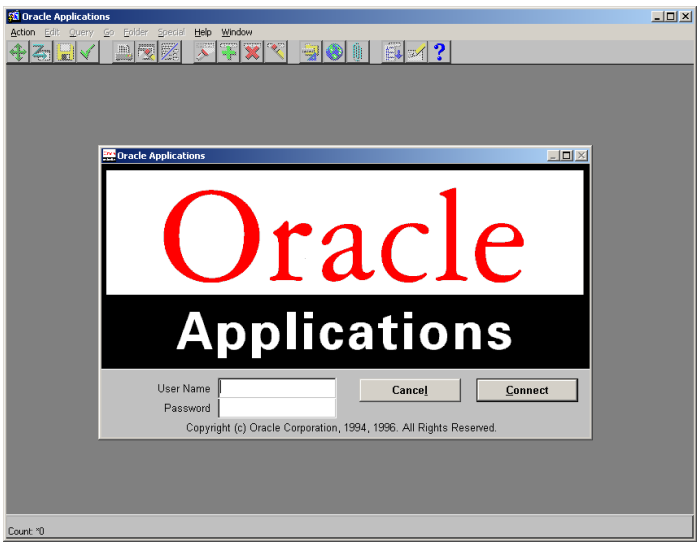
- Close the Excel worksheet. When the save dialog comes up you can either choose to save it (not recommended since you already have the text file) or discard it.

- You are now ready to get into Milmod and perform our updates.



Step 5: Launch MILMOD

- Click Start →Programs → Oracle for Windows → Oracle HR

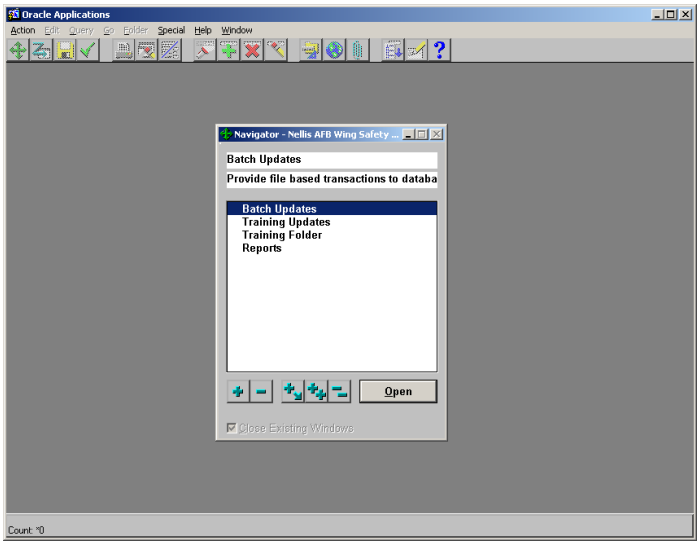


Step 6: Login

- If you don't already have a password contact PSM to obtain one. You cannot access MILMOD without a User Name and Password.

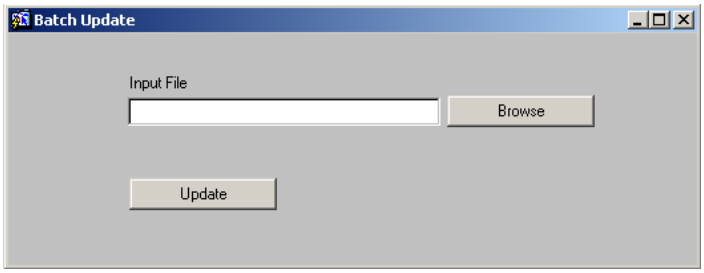
Step 7: Select The Batch Updates Menu

- Click Open



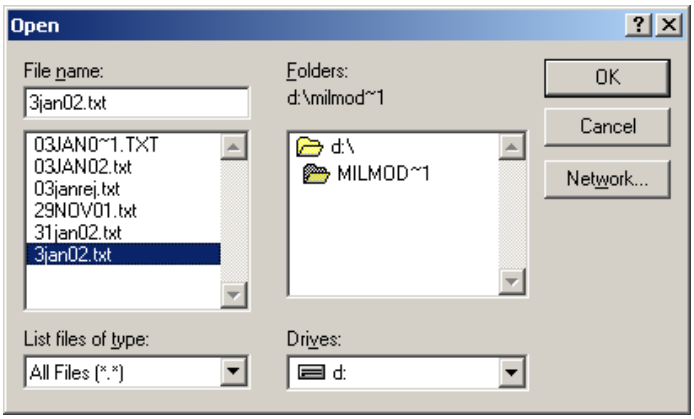
Step 8: Batch Update Dialog

- When a dialog box like the one to the right appears, click the browse button

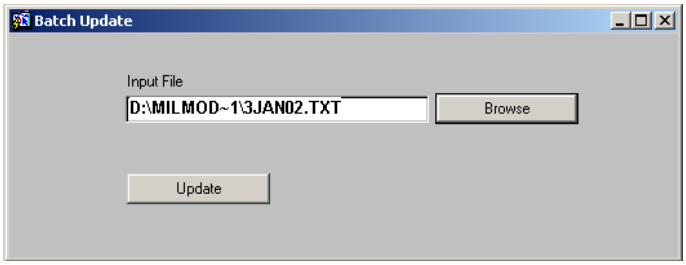


- The Open dialog will appear after clicking browse. This will allow you to find the file you created with Excel.

- Find the file you created using this dialog and highlight it. Then click OK.



Step 9: Transmit the Updates



- After selecting the file you will see the Batch Update dialog again with the location of the text file you created earlier.

- Click the **Update** button at this time.

Step 10: Completing the Process

- In a short period of time you will receive this dialog box.
- In the example on the right, you will see that the process completed with all 10 records we transmitted updating successfully.
- If any of the records did not update you will see the number in the Rejected area.
- If you receive rejections, you will need to locate the BATCHLOG.TXT file in the C:\TEMP\BATCHLOG.TXT directory. Open this file to see which records did not take and correct the error using the Individual Update method.

Troubleshooting Rejection Errors

- Most often, a rejection is due to an invalid SSAN. This usually stems from an error while entering information into the Excel sheet. Also, you will find that many times it is because the student did not write clearly enough for the instructor to type in the correct SSAN

- If this happens, check your Alpha roster to locate the student's correct